

From: [Perez, Myra](#)
To: [Coltrain, Katrina](#)
Cc: [Flores, Raymond](#); [Gorostiza, Sylvia](#); [Gannon, Nick](#); [Warren, Christy](#); jonathan.d.mcburney@lmco.com; [Kady, Thomas](#)
Subject: RE: : Case 45671 / Wilcox Oil - Additional Attachment - please reply to confirm receipt
Date: Monday, November 30, 2015 9:33:36 AM
Attachments: [45671AnalysisKeyInstructions.docx](#)

Hello All – Please add the attached document to the ones submitted before. The information in the attached document can be used under “Analysis Key” or under the “Special Instructions” sections of the COC (Traffic Reports). If, after you review it, there are questions please contact me at your earliest convenience.

Thank you.

Myra Perez
R6 CLP RSCC
281-983-2130

From: Perez, Myra
Sent: Wednesday, November 25, 2015 10:54 AM
To: Coltrain, Katrina
Cc: Flores, Raymond; Gorostiza, Sylvia; Gannon, Nick; Warren, Christy; 'Mcburney, Jonathan D'; Kady, Thomas
Subject: RE: : Organic CLP Lab Assignment and container requirements for Wilcox for the weeks of 11/30/15->12/18/15 - please reply to confirm receipt

Hello All.

Attached, please find your lab assignment for the organic analysis. The inorganic lab name has not been provided by SMO yet, since the solicitation process is still on-going. We expect to provide the inorganic lab by next Monday (11/30/15).

The samplers are responsible for reading the attachments and taking the forms and a copy of this e-mail, with them to the site. Please review all attachments carefully. If after reading the attachments, there are questions, contact me at your earliest convenience.

The lab assignment form and container requirement documents must be read by every person in the sampling team . It should be posted in your work area at the site. Please remember the following: Sign all Regional copies of the TR in blue ink. Temperature blanks must be placed in each cooler.

When shipping samples, please make sure to include cooler return information (airbill w/third party billing number) in order to receive your coolers in a timely manner.

Instructions for Uploading COCs into the SMO Portal have been added to the lab assignment.

The original Regional copy of the traffic report (signed and dated) must be mailed to me as soon as possible but no later than a week after you have shipped your samples.

NOTE:

Please note the following news/changes/instructions:

- 1) R6 SMO Coordinator, Margaret Jarosz, has a different e-mail address:
mjarosz@csgov.com
- 2) Margaret, at this time, does not have a phone number. She can be reached by e-mail.
- 3) The sampler will e-mail a pdf copy of the **lab** COC to me, after shipping the samples (on the first day of shipping).
- 4) The sampler will check the lab copy of the COC before placing it in the cooler and verify that the case number, turnaround time and analysis are listed on the COC. Verify that the rest of the information on the COC is complete and correct.
- 5) **Tags** will not be used for this sampling event.

If you have questions concerning COCs and how to enter information into SCRIBE, please contact their helpdesk. Their E-mail address and phone number can be found in the attached documents.

Please call me at your earliest convenience, if you have questions concerning these instructions.

Myra Perez
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